



CITY OF SOMERVILLE

HISTORIC PRESERVATION COMMISSION

APPLICATION for CERTIFICATE for
HISTORIC DISTRICT PROPERTY

FOR OFFICE USE ONLY

Application number:

Received: by:

App. Accepted:

Hearing date:

App. Returned:

TYPE OF CERTIFICATE REQUESTED:	APPROPRIATENESS:	NON-APPLICABILITY:	HARDSHIP:
PROPERTY LOCATION:			E-MAIL:
OWNER:			TEL (DAY):
OWNER'S ADDRESS:			TEL (EVE):
			FAX:
APPLICANT (IF NOT OWNER):			E-MAIL:
APPLICANT'S ADDRESS:			TEL (DAY):
			FAX:
IS APPLICANT:	OWNER:	CONTRACTOR:	ARCHITECT:
			OTHER:

ZONING: A proposed increase in square footage, height, or enclosed space, including garages, or a change in use or occupancy may require a ZONING VARIANCE. If a ZONING VARIANCE is required, the Historic Preservation Commission will not hold a hearing prior to a hearing before the Zoning Board of Appeals. Certification is hereby made that a hearing by the Zoning Board of Appeals is scheduled for, or was held on **(INSERT DATE HERE)**:

Applicant's Signature:

WORK INCLUDES: check all that apply

Addition:	New Windows:	New Siding:	Repair Porch:	Roofing:
Demolition:	Repair windows:	Repair Siding:	New Skylights:	Chimney:
Fence:	Landscaping:	Sign:	Foundation:	Other:

BRIEF DESCRIPTION OF WORK

OHCD RECEIVED STAMP:

DOCUMENTATION ATTACHED: Complete Documentation of your application is required. The Applicant must supply scale drawings, photographs of existing conditions, and other supporting information.

APPLICATIONS WITH INSUFFICIENT DOCUMENTATION WILL NOT BE REVIEWED

Photographs:	Materials samples:	Manufacturer's literature:	Drawings:	Site or Plot Plan:
Other:				

SIGNATURES:

OWNER:	DATE:
APPLICANT:	DATE:

If Owner is a Condominium or Cooperative Association, an authorized Trustee must sign

HISTORIC PRESERVATION COMMISSION

APPLICATION INSTRUCTIONS

The Somerville Historic Preservation Commission administers local Historic Districts as set forth by the provisions of Massachusetts General Laws Chapter 40C, and the Somerville Historic District Ordinance. Only properties listed in Somerville Historic Districts require approval from the Historic Preservation Commission.

A proposed increase in square footage, height, or enclosed space, including garages, or a change in use or occupancy may require a ZONING VARIANCE. If a ZONING VARIANCE is required, the Historic Preservation Commission will not hold a hearing prior to a hearing before the Zoning Board of Appeals.

The Historic Preservation Commission must approve all exterior construction, alterations, repairs or demolition before Inspectional Services can issue a building permit or demolition permit.

A preliminary site visit by the Historic Preservation Commission staff is recommended prior to submitting your application. Although not required, this visit can help to explain the Commission guidelines and give advice as to the nature of the work that would likely be permitted. You may arrange a site visit by contacting the Commission staff.

Applications must include complete supporting materials such as photographs, drawings in plan and in elevation, sample materials and manufacturer's literature for new materials. The Commission may be unable to determine whether the work you are planning meets the guidelines without this information. As a result, your application may be rejected, or your project delayed while additional reviews are conducted.

After completing the application, Commission staff will review and determine which of two procedures will be followed. Most applications will require a public hearing with 14 days advance notice to abutters before a Certificate can be issued. In some cases where the proposed alteration is of minor significance, a certificate may be issued following ten days written notice to abutters.

There are three types of certificates that the Commission may issue:

Certificate of Appropriateness: issued when the proposed alterations are compatible with the existing historic building.

Certificate of Non-Applicability: issued for a) work which is not under the jurisdiction of the Commission; b) work not visible from a public way; and c) ordinary repair or replacement of exterior architectural features that do not involve a change in design, material, color or the outward appearance.

Certificate of Hardship: issued when special conditions will create a substantial hardship, financial or otherwise, to the applicant if not approved, as long as there is no substantial detriment to the Historic District. This may include providing handicapped access, or major repairs involving significant cost.

The Commission's review applies to exterior architectural features that are visible from a public street, way or park. Such features include (but are not limited to) siding, windows, doors, lighting, gutters, roofing, skylights, dormers, additions, signs, fences, walks and driveways. Many applicants request changes that are rarely approved. As such, please note the following tips.

- Repairs are always preferred over replacement.
- Vinyl or aluminum siding is unlikely to be approved.
- Design guidelines for replacement windows and doors call for them to be made of wood (not vinyl), with the same glass pattern as the original windows, and incorporating true divided lights.
- Skylights in the front of the house are unlikely to be approved.

The Commission's review does NOT include paint color, storm doors and windows, window air conditioners, lawn ornaments, or trees and shrubs.

The Commission is happy to make recommendations for appropriate types materials and design, sources of products, and technical help with repairs and materials. You are encouraged to discuss your project with the Commission's staff as necessary. Unfortunately, we cannot recommend contractors. This assistance is available to anyone, whether their property is a listed one or not. Please also refer to the Commission's Design Guidelines for additional information. These are available at the Preservation Commission's office in City Hall.